

POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible supervisory and administrative positions, the primary duty of which is directing the operations of a division, bureau, or an assigned shift. Police Captains perform administrative functions of the department, including conducting research for departmental planning purposes, recommending changes in departmental policies and procedures, overseeing personnel recruitment and management functions, record maintenance, public and community relations, and the management, maintenance, and use of all departmental equipment, vehicles, and property. Employees of this class assist in the preparation of the departmental operating budget. Police Captains provide direction to subordinate personnel in difficult or complex phases of the law enforcement operations and support functions of the department. Duties of this class are performed with a high degree of independence, with special assignments received from and work reviewed by the Assistant Police Chief. This class reports to and ranks directly below that of Assistant Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Oversees and directs the operations and activities of personnel assigned to a department division, bureau or an assigned shift, including patrol and general law enforcement; traffic enforcement and accident investigation; criminal investigation; juvenile operations; special tactical operations; jail operations; training; information services; communications; and personnel management. Conducts research to be used in making management decisions, and for the planning of programs and activities for the assigned area of operations. Participates in developing procedures to accomplish the goals of the department. Provides for inspections of the various services of the department, evaluates effectiveness, and takes appropriate action to correct or improve problem areas. Recommends changes in operational procedures or policies based on evaluations of the effectiveness of established procedures.

Supervises subordinate police department employees. Provides direction in the law enforcement functions of the department. Sets long term goals and establishes a timetable for completion. Monitors work pace and progress. Holds meetings to receive reports and disseminate information. Sets work schedules, and

approves leave. Reviews reports written by subordinates and provides assistance in technical areas of work. Evaluates work performance of subordinate employees. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Maintains discipline.

Promotes the positive image of the work of the department, Supervises the public relations efforts of the department. Reviews incoming communications and takes action by personally handling the matter, or by assigning it to the appropriate personnel. Answers questions about the operation of the police department or any related areas of law enforcement. Acts as official department representative at public meetings and to the news media. Determines target areas for crime prevention or community relations efforts by analyzing local crime problems, using department records or the results from polls and surveys. Recommends the development and implementation of crime prevention and community relations programs. Writes and delivers speeches, and structures and supervises demonstrations on law enforcement and crime prevention topics.

Participates in the personnel recruitment and selection program for the department by interviewing applicants and making recommendations to the appointing authority. Recommends promotions, both temporary and permanent, based upon current eligibility lists, in accordance with civil service law. Participates in internal affairs reviews to investigate violations of the code of conduct for department members, in order to remove unfit personnel or to correct procedural problems.

Participates in the operation of the general accounting systems for the department and provides for the maintenance of accurate fiscal records, as required. Reviews and approves purchase requisitions, and authorizes the expenditure of departmental funds. Assists in preparation of the departmental operating budget.

Oversees the records-keeping systems and facilities of the department, and the preparation and maintenance of departmental records and reports. Writes reports, letters, and memoranda to effectively communicate information, or to respond to requests.

Supervises the development and management of the training program for the department, insuring that the program is properly staffed and supplied with training resources. Evaluates training needs and provides for employee training at all levels within the department. Provides for the scheduling of department training, and arranges for outside training. Supervises the training for special tactical operations.

Oversees the general care, maintenance, and use of departmental equipment, motor driven vehicles, and other property.

Supervises the inventory control for the department. Arranges for repairs, and decides whether to contract for repairs or to assign them to qualified department personnel. Prepares specifications for the purchase of new equipment, and purchases equipment and supplies in the manner provided by lawful authority.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and being a qualified elector of the State of Louisiana.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must be a regular and permanent employee in the class of Police Lieutenant.

SH	06-18-46
REV	12-04-56
	09-04-86
	02-18-88
	01-05-95
	05-22-02